

Draft Minutes of the Maricopa HOME Consortium Public Meeting
February 16, 2017
9:30 a.m.

Consortium Members or Alternate Present:

Matt Hess, City of Avondale
Melissa Vizzerra, City of Chandler
Melanie Dykstra, Town of Gilbert
Charyn Eirich-Palmisano, City of Glendale
Carin Imig, City of Peoria
Diane Ethington, City of Scottsdale
Alicia Rubio, City of Surprise
Paul Bentley, City of Tempe (telephonically)
Rachel Milne, Maricopa County

Others Present:

Renee Ayres-Benavidez, City of Glendale
Melissa Galvez, City of Glendale
Jaime Gonzalez, City of Peoria
Chad Beougher, City of Scottsdale
Elizabeth Garcia, City of Tempe
Maryna Leyvas, City of Tempe
Daniela Pena, City of Tempe
LeVon Lamy, City of Tempe (telephonically)
Regina Marette, Maricopa County
Carissa Cyr, Maricopa County
Lorita Arnold, Maricopa County
Paul Ludwick, Maricopa County
Earl Cook, HUD
Allen Carlson, Newtown CDC

1. Call to Order

At 9:35 a.m., Rachel Milne called to order the February 16, 2017 Maricopa HOME Consortium Public Meeting held in the Roosevelt Room, at 234 North Central Ave., 3rd Floor, Phoenix, Arizona 85004. All present introduced themselves.

2. Roll Call

Regina Marette called the roll and a quorum was established.

3. Approval of Minutes (11/17/16)

Rachel called for a motion to approve the minutes of the November 17, 2016 monthly HOME Consortium Public Meeting. Melanie Dykstra motioned to approve the November 17, 2016 minutes. The motion was seconded by Charyn Eirich-Palmisano and passed unanimously.

4. Approval of Minutes (1/19/17)-

Rachel called for a motion to approve the minutes of the January 19, 2017 monthly HOME Consortium Public Meeting. Carin Imig motioned to approve the January 19, 2017 minutes. The motion was seconded by Matt Hess and passed unanimously

5. HOME Program Commitment Requirement/Program income Changes-Effective January 3, 2017-

Mr. Earl Cook, HUD CPD Program Manager, led the discussion on the changes to the HOME Program Commitment Requirement Interim Final Rule, effective 01/03/17. Mr. Cook began the discussion with some background on the rule as it related to FIFO versus Grants Based Accounting methodology. He explained that with the new changes program income does not have to be receipted in IDIS and expended before entitlement funds are drawn. As of January 3, 2017, grantees will be able to report all unexpended program income, along with any additional program income (including recapture and repayment funds) in the Annual Plan. All funds will need to be committed to a program at the beginning of the program year in which they were reported. The funds will take on the identity of that program year and will have the same commitment and expenditure deadlines. The Consortium will have to agree on a “cut-off” date to report the program income, noting that the final date could not be after May 15 when the Annual Action Plan is submitted. All funds reported must be actual earnings and not estimates. The net effect of the rule will allow the consortium more time to commit and expend program income.

The question was also raised as to whether program income would have to be used for the same type of activity that initially generated the income. Mr. Cook stated that is not the case and that the program income could be used for any eligible activity.

Consortium members asked if an activity is completed and all the funds that were initially set up are not expended; will the remaining funds be swept immediately on completion in IDIS if the commitment deadline has passed? Some members stressed to Earl that with so many individual housing rehabilitation activities, which include contingency line items, that funds will surely be swept. The Consortium asked if HUD could at least grant a 30 day grace period for those activities completed after the commitment deadline to reallocate any “left over” funds to a new activity. Mr. Cook said that he would investigate the issue further and let us know.

The City of Glendale and the City of Peoria expressed their concerns over the long delays from SHPO in receiving environmental clearances. Mr. Cook asked them to send him specific examples of the delays. He said he has been in contact with Kathleen McNulty regarding the matter. He said HUD wants to work with state historic preservation and hopes to work something out.

6. 2017-18 CHDO Recommendations

Rachel reported on the CHDO Review Subcommittee recommendations for funding. The recommendations were based on level funding for FY2017-18 of \$450,000: ARM of Save the Family-\$270,400; Guadalupe CDC -\$80,000; and Newtown CDC-\$99,600. Rachel announced that the County had been in contact with the Town of Guadalupe and the Town has agreed to allocate their housing rehabilitation program income to Guadalupe CDC. The current amount of program income held by the Town is approximately \$60,000, but the Town and the County estimate the amount to be closer to \$80,000-\$100,000 by the time contracts are executed. The total funding allocated to Guadalupe CDC should be adequate to fund two units. If the HUD allocation of HOME funds is less than \$450,000, the subcommittee recommends taking funds from ARM of Save the Family and holding Newtown CDC at \$99,600 to fund one unit.

Renee Ayres-Benavidez disagreed with the Subcommittee recommendations and questioned the participation of a third party reviewer. She did not agree with funding ARM for the recommended amount because they do not leverage the CHDO funds and the homes they propose to acquire are in the County islands located in Mesa. She believes that Mesa should be providing

those funds.

Rachel asked for a motion to approve the CHDO Review Subcommittee's recommendations. Melanie Dykstra made a motion to approve and Elizabeth Garcia seconded the motion. The motion passed with one dissention.

7. Administrative Change Orders-Contract stipulation for one year commitment requirement

Rachel asked for a discussion regarding the consortium subrecipient agreements (IGAs) which require the HOME funds be committed in a shorter timeframe than required by HUD. The IGAs stipulate that the HOME funds must be committed within one year and expended in two years.

Carin Imig suggested that the commitment deadline be in line with the HUD regulations. Charyn Eirich-Palmisano stated that we should have a two year commitment deadline with a "check-in" at an 18-month milestone. It was then suggested that at each monthly HOME Consortium meetings, members should report out on their commitments and expenditures. In addition, Consortium members with active CHDO contracts should report out monthly as well. Renee requested that the financial reports be sent out a week prior to the monthly consortium meeting so that there could be meaningful discussion on the financial reports.

8. Announcements

- Carin Imig indicated that Peoria will have a long-awaited environmental review request soon which was held up at SHPO.
- Rachel announced that the Maricopa HOME Administrative manual will be sent out to the consortium members and thanked Carissa Cyr and Regina Marette for their work on the updated manual.


9. Call to the Public-

The public had no comment.

10. Adjournment-

There being no other business, the Chair entertained a motion for adjournment by Carin Imig and seconded by Matt Hess. The motion passed unanimously. The meeting was adjourned at approximately 11:05 a.m. The next scheduled public meeting will be March 16, 2017.

Respectfully submitted,



Regina Marette

Recording Secretary